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Communications and Information

**3AXXX/3CXXX/33SX FUNCTIONAL
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It establishes roles and responsibilities for the effective management of the communications and information Air Force Specialty Codes (AFSC) 3AXXX, 3CXXX and 33SX. This instruction applies to all personnel performing 3AXXX, 3CXXX and 33SX functional management duties within the 70th Intelligence Wing (70 IW). It does not apply to the Air National Guard or Air Force Reserve Command Units or members.

1. Wing Commander.

1.1. Appoints in writing the senior 3AXXX, 3CXXX, and 33SX assigned to the Wing Communications and Information Division (70 IW/SC) as the Wing Functional Manager. Functional Manager selection should be based on grade, job knowledge, and field experience.

2. Wing 3AXXX/3CXXX/33SX Functional Manager.

2.1. Oversees career field management within the Wing by providing guidance and resolving issues at all levels.

2.2. Acts as the liaison between subordinate units and the MAJCOM Functional Manager on career field issues.

2.3. Conducts staff assistance visits to subordinate units.

2.4. Ensures career field related information is channeled up/down to all levels.

2.5. Assists in assignment actions.

2.6. Reviews status of personnel awaiting clearance. When an individual cannot obtain/maintain the required clearance/access to fulfill their assigned duties reassign locally, if possible. If no other positions are available, recommend to commander that the individual be released back to the MAJCOM

for possible assignment action. Individual must meet time-on-station requirements, not be within 1 year of their High-Year-Tenure or have an approved separation/retirement date.

2.7. Identifies must-fill positions.

2.8. Reviews the Unit Manpower Document (UMD) to ensure it reflects the proper AFSC and civilian occupational series needed to accomplish the mission. Coordinates on UMD change requests.

2.9. Reviews the Unit Personnel Management Roster (UPMR) to ensure personnel are assigned to appropriate positions. Uses the following criteria when assigning personnel: must-fill position, equitable distribution between units and commensurate with member's grade/skill level.

2.10. For 3AXXX and 3CXXX. Ensures proper utilization and training of personnel IAW applicable AFIs and individual's Career Field Education and Training Plan (CFETP). Assists the training manager with training/retraining requirements. Ensures training records and master task listings are created and updated.

2.11. For 3AXXX only. Ensures personnel rotate within 12-24 months of being assigned to position.

2.12. Provides information/assistance in support of Wing contingency taskings.

2.13. Manages the Wing 3A/3C/33S Communications and Information Quarterly Awards Program and the Wing Annual Air Force Communications and Information Professionalism Award Program.

2.14. Responds to all higher headquarters' suspenses.

3. Group Commander.

3.1. Appoints a Group Functional Manager for the following AFSCs: 3AXXX, 3CXXX and 33SX. Functional Manager selection should be based on grade, job knowledge, and field experience. Forward a copy of appointment letters to respective Wing Functional Managers.

4. Group 3AXXX/3CXXX/33SX Functional Manager.

4.1. Oversees career field management within the Group by providing guidance and resolving issues at all levels.

4.2. Acts as the liaison between subordinate units and the Wing Functional Manager on career field issues.

4.3. Ensures career field related information is channeled up/down to all levels.

4.4. Assists in assignment actions.

4.5. Reviews status of personnel awaiting clearance. When an individual cannot obtain/maintain the required clearance/access to fulfill their assigned duties reassign locally, if possible. If no other positions are available, recommend to the commander that the individual be released back to the Wing/MAJCOM for possible assignment action. Individual must meet time-on-station requirements, not be within 1 year of their High-Year-Tenure or have an approved separation/retirement date.

4.6. Identifies must-fill positions.

4.7. Reviews the UMD to ensure it reflects the proper AFSC and civilian occupational series needed to accomplish the mission. Coordinates UMD change requests with subordinate units.

- 4.8. Reviews the UPMR to ensure personnel are assigned to appropriate positions. Uses the following criteria when assigning personnel: must-fill position, equitable distribution between units and commensurate with member's grade/skill level.
- 4.9. For 3AXXX and 3CXXX. Ensures proper utilization and training of personnel IAW applicable AFIs and individual's CFETP. Assists the training manager with training/retraining requirements. Ensures training records and master task listings are created and updated.
- 4.10. For 3AXXX only. Ensures personnel rotate within 12-24 months of being assigned to position.
- 4.11. Provides information/assistance in support of Group contingency taskings.
- 4.12. Manages the Group 3A/3C/33S Communications and Information Quarterly Awards Program and the Group Annual Air Force Communications and Information Professionalism Award Program.
- 4.13. Manages the Group 3A/3C/33S Communications and Information Quarterly Awards Program and the Group Annual Air Force Communications and Information Professionalism Award Program.
- 4.14. Ensures the following manning statistics are included/current in Group's Weekly Activity Report (WAR): number of authorized by skill level and AFSC, number assigned by skill level and AFSC, projected gains and losses by skill level and AFSC for next 90/180 days, and number of uncleared by skill level and AFSC.
- 4.15. Responds to all higher headquarters' suspenses.

HAROLD J. BEATTY, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

CFETP—Career Field Education and Training Plan

MAJCOM—Major Command

UMD—Unit Manning Document

UMPR—Unit Personnel Management Roster

WAR—Weekly Activity Report

Terms

3AXXX—Air Force Specialty Code for the Information Management Career Field

3CXXX—Air Force Specialty Code for the Communications-Computer Systems Career Field

33SX—Air Force Specialty Code for the Communications and Information Utilization Field